

TENANCY APPLICATION FORM



PROPERTY ADDRESS			Start Date
Rent – Weekly	Rent PCM	Bond	Term of Lease
APPLICANT NAME IN FULL			
DOB		Email Address:	
Phone (BH)		Phone (AH)	Mobile
IDENTIFICATION	Drivers Lic No. / Passport No. / Student I.D.	State	Exp
No. of Occupants in New Property (Adults)		Children	Ages
Car Make		Model	Rego
No. of Pets		Types of Pets	

Where did you see this property Advertised

- Board Internet
 Site: _____
 The Age Rental List
 Other: _____

CURRENT ADDRESS Are you the Owner Renter Sharing Living with parents?

Landlord/Agent Contact _____ Phone _____

Your Address _____ Current rental \$ _____

Reason for leaving _____ Occupied From _____ To _____

PREVIOUS ADDRESS Were you the Owner Renter Sharing Living with parents?

Landlord/Agent Contact _____ Phone (BH) _____

Address of Property _____ Current rental \$ _____

Reason for leaving _____ Occupied From _____ To _____

CURRENT OCCUPATION Position _____ Phone (BH) _____

Company Name _____ Contact _____

Company Address _____ Phone No. _____

Employed _____ Years _____ Months _____ Net Income \$ (PW) _____ Other Income _____

PREVIOUS OCCUPATION Position _____ Phone (BH) _____

Previous Employer _____ Contact _____

Employers Address _____ Phone No. _____

Employed _____ Years _____ Months _____ Net Income \$ (PW) _____ Other Income _____

SELF EMPLOYED Company Name _____

Company Address _____ ABN _____

Business Type _____ Position Held _____ Occupation _____

Accountant's Name _____ Phone _____

Solicitor's Name _____ Phone _____

PROFESSIONAL REFERENCE Name Occupation / Relationship and Phone Number (eg. Accountant / Solicitor / Bank manager)

1. Ref Name _____ Occ / Rel _____

Phone (BH) _____ Phone (AH) _____

2. Ref Name _____ Occ / Rel _____

Phone (BH) _____ Phone (AH) _____

EMERGENCY CONTACT Parent / Siblings – Must be a relative

1. Name _____ Relationship _____

Address _____

Phone (BH) _____ Phone (AH) _____ Mobile _____

2. Name _____ Relationship _____

Address _____

Phone (BH) _____ Phone (AH) _____ Mobile _____

DISCLAIMER I confirm the following: (please circle 1, 2 or 3)

1. During my inspection of this property I found it to be in relatively clean condition. OR

2. I believe the following items should be attended to prior to my tenancy commencing. I acknowledge that these items are subject to the owner's approval. OR

3. I require the following items and additional amendments to the property:

To process your application we require 100 points of ID (copies):

Drivers Licence	70
Passport	70
Student ID	20
Bank Statement	30
Pay Slip	30
Birth Certificate	30
Rate/Utility Acc.	30
Medicare Card	30

Continued overleaf PTO

FIRST MONTHS RENT MUST BE PAID AND LEASES SIGNED WITHIN 24 HOURS TO SECURE TENANCY.

DECLARATION

I acknowledge that my application is subject to the owners' approval and the availability of the premises on the due date.

No action will be taken against the Landlord or Agent if the applicant is unsuccessful or upon acceptance should the premises not be ready for occupation on this date, for whatever reason.

I agree, unless otherwise noted upon commencement the property will be in the same condition as upon my inspection.

Space Estate Agents make no representation to the availability of parking permits, enquiries must be made by me as a prospective tenant to the local council.

I agree that if this application is successful, I am required to pay one month's rent prior to the signing of the Lease Agreement within 24-48 hours of approval. The commencement date of this lease agreement indicates my rental pay date and after this first payment, I am obliged to pay each monthly rental payment in advance to that specified and agreed rental payment date. I am also required to pay the equivalent of one (1) month's rent on or prior to

the signing of the Lease Agreement which will be considered as the bond and will be forwarded to the Residential Tenancies Bond Authority until the termination of the Lease Agreement.

I, the above-mentioned applicant solemnly declare that the information contained in this application form is true and correct. I understand that making false statements is punishable by law and I shall notify the agent of any changes to this information immediately. I understand my responsibilities to arrange for the connection and payment of gas, electricity, telephone, and water consumption. I hereby acknowledge and authorise Space Estate Agents to conduct independent reference checks and to provide my information to the Landlord for the purposes of assessing my eligibility to rent the property.

I am aware that the agent will disclose my personal information to YourPorter for the purposes of transferring the water account into my name. This will enable YourPorter to connect all accepted tenants to relevant water boards for water usage.

Signed: _____ Date: _____

Print Name: _____

TENANCY PRIVACY STATEMENT

Due to the changes in the Privacy Laws from December 21, 2001, all property managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully and once completed return to this office with your tenancy application.

As professional property managers, Space Estate Agents collects personal information about you. To ascertain what personal information we have about you, please contact our office.

Primary Purpose

As professional property managers, we collect personal information to assess the risk in providing you with the lease /tenancy of the premises you have requested, and if the risk is considered acceptable, to providing you with the lease / tenancy of the premises.

To carry out this role and during the term of your tenancy, we will disclose your personal information to:

- The Landlord
- The Landlord's lawyer
- The Landlord's mortgagee
- Referees you have nominated
- Rental Bond Authorities
- Residential Tenancy Tribunals / Courts
- Organisations / Trades people required to carry out maintenance to the premises
- National Tenancy Database Pty Ltd. (ABN as 079 105 025) ('NTD')
- Other Real Estate Agents and Landlords
- Collection Agents

Secondary Purpose

We also collect your personal information to:

1. Enable us, or the Landlord's lawyers, to prepare the lease / tenancy documents on the premises.
2. Allow organisations / trades people to contact you in relation to maintenance matters relating to the premises.
3. Pay / release rental bonds to / from Rental Bond Authorities (where applicable).
4. Refer to Tribunals, Courts and Statutory Authorities (where necessary).
5. Refer to Collection Agents / Lawyers (where default/ enforcement action is required)

6. Provide confirmation details for organisations contacting us on your behalf i.e.

banks, Utilities (Gas, Electricity, Water; Phone), Employers etc.

If your personal information is not provided to us and NTD, and you do not consent to the uses to which we put your personal information; we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we may not provide you with the lease / tenancy of the premises.

NTD Disclosure Statement

You can contact National Tenancy Database Pty. Ltd. (ABN 65 079 105 025) by:

Telephone:	D3 8629 1682	In Person:	Level 34, 140 Williams Street
Facsimile:	D3 8629 1628		Melbourne VIC 3000
Email:	info@ntd.net.au	Mail:	PO Box 156, Collins St West,
Visit website:	www.ntd.net.au		Melbourne VIC 8007

Primary Purpose

NTD collects your personal information to provide to its members historical tenancy and public record information on individuals and companies who / which lease residential and commercial property from or through licensed real estate agent members of NTD. NTD also provides credit information on companies / direction applying for commercial leases.

The real estate agent / property manager will advise NTD of your conduct throughout the lease / tenancy and that information will form part of your tenant history.

NTD usually discloses information to

- Licensed real estate agent members
- NTD's parent company, Collection House Limited (ABN 74 010 230 716) and its subsidiaries
- Credit Bureaus

I acknowledge that I have read and understood this privacy statement.

Signed _____ Date _____

Print Name _____